

CHIEF FINANCIAL OFFICER

PURPOSE: To provide strategic leadership and management to operating departments by performing highly complex financial planning and administrative work relating to overall budget, accounting and treasury functions.

FUNCTIONAL AREAS: Under the direction of the Chief Administrative Officer:

1. Perform highly complex financial planning and administrative work.
 - * A. Serve as the chief financial advisor to the Chief Administrative Officer (CAO) and Mayor.
 - * B. Provide oversight of internal control procedures to ensure fiscal accuracy and that requirements and/or obligations are met.
 - * C. Review and approve the strategic financial goals and investment strategies.
 - * D. Manage the financial risks of the City.
 - * D. Forecast, estimate and monitor the financial condition of the City to assure its fiscal well being.
 - * E. Develop short- and long-range financial plans.
 - * F. Formulate and execute broad financial policy.
 - * G. Ensure effective use of the central computerized financial management informational systems of the City.
 - * H. Provide oversight of auditing procedures of the City's accounting and financial systems.
 - * I. Research, analyze and report on trends, opportunities and projections.
 - * J. Ensure compliance with local, state, and federal budgetary and financial reporting requirements.
 - * K. Develop finance-related ordinances and resolutions.
 - * L. Represent the City at various meetings and make presentations to City Council and/or the public as necessary.
 - M. Perform related tasks as assigned.
2. Supervise assigned staff in the area of finance-related functions.
 - * A. Prioritize, assign work and projects, and coordinate schedules of assigned personnel.
 - * B. Effectively recommend the hire, transfer, promotion, and suspension or discharge of subordinate personnel.
 - * C. Establish work standards, provide coaching and feedback, and conduct employee evaluations.
 - * D. Discipline assigned personnel as necessary.
 - * E. Provide for the ongoing training of employees in emerging methods, trends and technologies and proper and safe work methods and procedures.
 - * F. Effectively recommend adjustments or other actions in employee grievances.
 - * G. Delegate authority and responsibilities to others as needed.
 - * H. Disseminate instructions and information to employees through effective oral and written communications.

3. Provide leadership and management to operating departments.
- * A. Direct the development and implementation of departmental financial plans and programs.
 - * B. Identify operational problems and formulate appropriate solutions.
 - * C. Direct and participate in management studies, and report on complex financial analysis and organizational and administrative policies.
 - * D. Collect, interpret, and prepare data for studies, reports, and recommendations.
 - * E. Coordinate activities among departments.
 - * F. Direct financial strategy, planning, and forecasts.
 - * G. Plan and direct new operational procedures to obtain maximum efficiency and reduced costs, and analyze budget requests to identify areas in which reductions can be made.
 - * H. Supervise the production of management reports, financial statements and other statistical reports from various systems.
 - * I. Coordinate development and review of all department fees and indirect cost rates.
 - * J. Direct and manage interdisciplinary teams in the development of plans, goals, objectives, policies and procedures in fiscal-related projects.
 - * K. Provide oversight of revenue, expenditure, position control documents, department budgets, cash flow, cost controls, financial statements, and financial forecasting.
 - * L. Analyze cash flow, cost controls, financial statements, and expenses to identify opportunities and to guide City management.

JOB REQUIREMENTS

Education & Experience Requirements

- ❖ A. Bachelor's degree from an accredited institution with major course work in public or business administration, with an emphasis on finance or accounting, plus seven (7) years of increasingly responsible experience in finance, including at least three (3) years at a financial policy determination level. A master's degree in public or business administration or a related field may be substituted for one year of experience.
- B. Public sector experience preferred.

Knowledge Requirements

- ❖ A. Considerable knowledge of modern principles and best practices of budget management, financial planning systems, and accounting principles and practices.
- B. Knowledge of applicable provisions of federal, state and local laws and ordinances that apply to government accounting practices and standards.
- ❖ C. Knowledge of financial and accounting automated systems.
- ❖ D. Knowledge of fiscal monitoring and control mechanisms.
- ❖ E. Knowledge of strategic planning principles and practices.
- ❖ F. Knowledge of revenue, expenditure and collections functions.
- ❖ G. Knowledge of investment fund management and municipal debt administration.
- ❖ H. Knowledge of risk management and insurance.
- ❖ I. Knowledge of effective management and supervisory practices.

Skill Requirements

- ❖ A. Skill in planning, organizing and directing activities related to finance.
- ❖ B. Skill in communicating effectively, both orally and in writing.
- ❖ C. Skill in the use of computerized financial applications.
- ❖ D. Skill in preparing and analyzing complex financial reports.
- ❖ E. Skill in the analysis of financial data for the purpose of making financial decisions, formulating projections, and solving problems in innovative and creative ways.
- ❖ F. Skill in developing positive working relationships.

Ability Requirements

- ❖ A. Ability to maintain efficient and effective financial systems and procedures.
- ❖ B. Ability to understand and apply a wide range of federal, state and local laws and regulations related to governmental fiscal and program operations.
- ❖ C. Ability to quickly learn current principles and best practices of city budget management, financial planning systems, and government accounting systems.
- ❖ D. Ability to attend work on a regular basis.

Physical Requirements

- A. Ability to sit for extended periods.
- B. Ability to occasionally lift and carry items weighing up to ten pounds.

* Essential functions of the position

- ❖ Job requirements necessary the first day of employment

Anlst: JA	Class: 1112	Union: CDSA	Pay: 1135-1170	CSB: N/A
CC: N/A	Res: N/A	EEOC: Official/Administrator	EEOF: Admin/Finance	WC: 8810